



Administrative Policies and Procedures: 5.1

Subject:	Professional Development Calendar and Database
Authority:	TCA 37-5-105; 37-5-106
Standards:	None
Application:	To All Department of Children's Services Employees

Policy Statement:

The DCS Professional Development Division shall administer a comprehensive, needs-based professional development program.

Purpose:

To ensure that all employees are receiving high quality, job-relevant and consistent professional development in order to be effective on the job.

Procedures:

A. Director of Professional Development qualifications	The Director of Professional Development will be a qualified employee who has completed a Masters Degree or higher or its equivalent.
B. Professional Development Calendar	The Director of Professional Development or designee will distribute a yearly electronic copy of a " <i>Professional Development Calendar</i> " listing all available training courses.
C. Comprehensive database	The Director of Professional Development or designee will coordinate the development and implementation of a comprehensive professional development database. The database will contain relevant information on the frequency and quality of available courses, as well as employee professional development histories.
D. Course enrollment	The Director of Professional Development or designee will coordinate all enrollments for professional development programs.

E. Professional Development records	The Director of Professional Development or designee will maintain an official professional development record for each employee during their employment tenure or contracted services with the Department of Children Services.
F. Verification of Professional Development	Employees will submit written verification of all completed professional development courses to the professional development coordinator/learning administrators to be forwarded to the professional development division.
Forms:	None
Collateral documents:	<i>None</i>